

Retention and Classification Report

Agency: Department of Technology Services (1922)

1 State Office Building, FL 6
Salt Lake City, UT 84114

Records Officer Stephanie Weiss

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AGENCY: Department of Technology Services

SERIES: 85072

3

TITLE: Accounts receivable invoices

DATES: 1982-

ARRANGEMENT: none

DESCRIPTION:

See General Retention Schedule 1988:6:2.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/22/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Technology Services

SERIES: 85072

TITLE: Accounts receivable invoices

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 19557

3

TITLE: Annual budget reports

DATES: 1993-

ARRANGEMENT: Chronological.

DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

RETENTION:

Retain 7 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 2.

AUTHORIZED: 01/05/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

These records have historical value as annual reports created by the agency to document status of appropriation accounts and apportionment during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

AGENCY: Department of Technology Services

SERIES: 19557

TITLE: Annual budget reports

(continued)

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Technology Services

SERIES: 84675

3

TITLE: Budget background records

DATES: 1980-

ARRANGEMENT: Numerical by budget office from number order

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. Items include budget prep documents, historical expenses, authorized budget, requested budget, and other general financial information. May also contain some personnel information.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 6.

AUTHORIZED: 07/11/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

AGENCY: Department of Technology Services

SERIES: 84675

TITLE: Budget background records

(continued)

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Technology Services

SERIES: 83478

3

TITLE: Call costing run file

DATES: 1984 -

ARRANGEMENT: Chronological, thereunder numerical by telephone number

ANNUAL ACCUMULATION:

DESCRIPTION:

This report is a long distance call cost report sent to all State agencies to notify them of their long distance toll charges.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/22/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Technology Services

SERIES: 83478

TITLE: Call costing run file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 26786

3

TITLE: Call detail reports

DATES: 2002-

ARRANGEMENT: Chronological by billing month, thereunder by switch

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains detailed call histories for all LAN telephone lines assigned to state employees. The Department of Technology Services (DTS) is the telephone provider for the state system and thus is the only source of call information for state employees. These records are used to answer billing inquiries. Records include telephone numbers of all incoming and outgoing calls, date of call, length of call, and switch number information.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 8.

AUTHORIZED: 08/01/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 1 year or until all inquiries are complete and then delete.

AGENCY: Department of Technology Services

SERIES: 26786

TITLE: Call detail reports

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 19558

3

TITLE: Cash receipts/deposits

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

The customer receipts (cash or check) deposited to the bank.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 13.

AUTHORIZED: 01/05/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2013. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Digital image: Retain in Office for 3 years and then delete.

Paper: For records beginning in 2014 and continuing to the present. Retain in Office until scanned and quality is verified and then destroy.

AGENCY: Department of Technology Services

SERIES: 19558

TITLE: Cash receipts/deposits

(continued)

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Technology Services

SERIES: 22109

3

TITLE: Cellular telephone bills

DATES: 1998-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These bills document calls made or received on Information Technology Services' cellular telephones. The bills are stored in electronic format on the agency's mainframe computer. The bills contain charges for the telephone services including monthly service charges, 911 calls, telecommunication device for the deaf (TDD) calls, tax, municipal charges, federal access charges and other miscellaneous charges. The bills may also document calls made from state agencies including the phone number called, the length of the call, and the time and date of the call.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 43.

AUTHORIZED: 08/24/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then delete.

AGENCY: Department of Technology Services

SERIES: 22109

TITLE: Cellular telephone bills

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 19556

3

TITLE: Computer and other DP service billings to customers

DATES: 1980-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Records and microfiche showing computer use by each agency and any charges for space, time, or services. Files include CIMS/KOMAND billing reports, invoices detail reports, utilization, and charges. Includes internal ITS reports generated as part of the bill generation process including control reports.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 6.

AUTHORIZED: 01/05/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Microfiche duplicate: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Technology Services

SERIES: 19556

TITLE: Computer and other DP service billings to customers

(continued)

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Technology Services

SERIES: 19559

3

TITLE: Contract files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are files which document contracts between ITS and vendors, or between ITS and customers. The files include contract, requisition, purchase order and lease records, correspondence and related records pertaining to award, administration, receipt, inspection, and payments or collections.

RETENTION:

Retain 6 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 5.

AUTHORIZED: 01/05/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Technology Services

SERIES: 19559

TITLE: Contract files

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 63G-2-301 (2008)

AGENCY: Department of Technology Services

SERIES: 84741

3

TITLE: Data processing billing files

DATES: 1986-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the charges tendered to and payments received from state agencies and non-state institutions.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

This disposition of based upon the administrative needs of the office. This covers the three year audit period as well.

AGENCY: Department of Technology Services

SERIES: 84741

TITLE: Data processing billing files

(continued)

AGENCY: Department of Technology Services

SERIES: 83965

3

TITLE: Data processing planning records

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

A long-range plan for development of data processing systems in state government. A short historical and contemporary discussion of these systems is followed by detailed plans for future growth.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/22/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
GRS 88:4:7

AGENCY: Department of Technology Services

SERIES: 83965

TITLE: Data processing planning records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 84432

3

TITLE: Deposit and adjustment files

DATES: 1986-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

See General Retention Schedule 1988:6:20.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal
GRS 88:6:20.

PRIMARY CLASSIFICATION:

Public except for home address which is private.

AGENCY: Department of Technology Services

SERIES: 19561

3

TITLE: Deposits with the State Treasurer

DATES: 1990-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

RETENTION:

Retain 3 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 17.

AUTHORIZED: 01/05/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Technology Services

SERIES: 19561

TITLE: Deposits with the State Treasurer

(continued)

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Technology Services

SERIES: 83316

3

TITLE: Director's correspondence

DATES: 1984-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is executive correspondence that documents how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

RETENTION:

Retain administrative need. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1912

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This retention is listed in the 1988 general schedule. Schedule 1 item 6.

AGENCY: Department of Technology Services

SERIES: 83316

TITLE: Director's correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Technology Services

SERIES: 83318

3

TITLE: Division meeting minutes

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are minutes that describe the working of the Division of ITS.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1912

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This retention is described in the General Schedule. Schedule 1 item 16.

AGENCY: Department of Technology Services

SERIES: 83318

TITLE: Division meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 20016

3

TITLE: FINET accounts payable documents

DATES: 1987-

ARRANGEMENT: Alphabetical by vendor

ANNUAL ACCUMULATION: 150.00 cubic feet.

DESCRIPTION:

These files contain FINET purchase orders, PG, P1, AV, Rx documents, vendor invoices, travel reimbursements and purchasing records and reports.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 05/18/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

AGENCY: Department of Technology Services

SERIES: 20016

TITLE: FINET accounts payable documents

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 84674

3

TITLE: Financial and accounting records

DATES: 1981-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain the financial records for the division of ITS (Information Technology Services). Files include FINET IAT's, CR's, A/R Ledgers, check registers, inventory, and other balance sheet reconciliation and reports and FINET monthly reports and audits.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 54.

AUTHORIZED: 07/11/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Department of Technology Services

SERIES: 84674

TITLE: Financial and accounting records

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 63G-2-301 (2008) UCA 63G-2-301 (2008)

AGENCY: Department of Technology Services

SERIES: 84430

3

TITLE: Fixed asset information files

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

See General Retention 1988:6:27.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/02/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: For records beginning in 1976 and continuing to the present. Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal
GRS 88:6:27.

AGENCY: Department of Technology Services

SERIES: 84430

TITLE: Fixed asset information files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 19563

3

TITLE: General office correspondence

DATES: 1980-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION:

DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above and section meeting minutes.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 43.

AUTHORIZED: 01/05/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Technology Services

SERIES: 19563

TITLE: General office correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

UCA63G-2-301 (2008)

AGENCY: Department of Technology Services

SERIES: 84677

3

TITLE: Payroll files

DATES: 1970-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

See General Retention Schedule 1988:11:23.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/22/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Technology Services

SERIES: 84677

TITLE: Payroll files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Technology Services

SERIES: 84603

3

TITLE: Personnel files

DATES: 1979-

ARRANGEMENT: Alphabetical by employee's surname

ANNUAL ACCUMULATION:

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain 65 years after separation.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/19/2007

AGENCY: Department of Technology Services

SERIES: 84603

TITLE: Personnel files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until separation and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

Administrative Legal
GRS 88:12:21.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(1)(f),(2)(a)(2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b)(2008)

AGENCY: Department of Technology Services

SERIES: 83970

3

TITLE: Policies and procedures manuals

DATES: 1976-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The Data Processing Policy and Procedure Manuals series contains publications on the agency's various objectives and methods for achieving those objectives. The series includes both inter and intra agency policies that outline agency policies and procedures on various projects. Holdings: c 1976, 1982, 1984, 1985.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives.

Paper copy: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative Historical
GRS 88:1:14.

AGENCY: Department of Technology Services

SERIES: 83970

TITLE: Policies and procedures manuals

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 23901

3

TITLE: Publications

DATES: 1993-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Records created by the agency, including pamphlets, newsletters, reports, directories, and other published or processed documents. These records include information on agency provided services, the Automated Geographic Reference Center, and other issues addressed by the Division of Information Technology Services. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 09/05/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Paper copy: Retain in Office until administrative need ends.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency through its services, activities and programs. Records include pamphlets, pamphlets, newsletters, reports, directories, and other published or processed documents. These records include information on agency provided services, the Automated Geographic Reference Center, and other issues addressed by the Division of Information Technology Services. Consists primarily of isolated publications not part of a more specific series.

AGENCY: Department of Technology Services

SERIES: 23901

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Technology Services

SERIES: 84676

3

TITLE: Rate change records

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 15.

AUTHORIZED: 07/11/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Technology Services

SERIES: 84676

TITLE: Rate change records

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 63G-2-301 (2008)

AGENCY: Department of Technology Services

SERIES: 18712

3

TITLE: System logs

DATES: July 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series consists of records which monitor and log the activities and events of an information system resource. Information includes console logs, system logs, application logs, physical logs, and access logs.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy provided no investigation is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 12/14/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 1 year and then delete provided no investigation is pending.

APPRAISAL:

Administrative

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Technology Services

SERIES: 18712

TITLE: System logs

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(11)

AGENCY: Department of Technology Services

SERIES: 13917

3

TITLE: Telecommunication workorders

DATES: 1986-

ARRANGEMENT: Numerical by purchase order number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Reference copies of vouchers, bills, and invoices, relating to the installation, change, removal, and servicing of equipment.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 4.

AUTHORIZED: 04/11/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 1 year or until transferred to magnetic tape and then delete.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Technology Services

SERIES: 13917

TITLE: Telecommunication workorders

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 63G-2-301 (2008)

AGENCY: Department of Technology Services

SERIES: 14201

3

TITLE: Telephone and similar billings to customers

DATES: 1984-

ARRANGEMENT: Chronological by occurrence

ANNUAL ACCUMULATION: 90.00 cubic feet.

DESCRIPTION:

These records and microfiche are used to bill governmental agencies for telephone and other telecommunication service. Information includes type of call, location, phone number call was made from, phone number that was called, duration of call, time of day, cost, etc. May also include long distance carrier, local telephone company, trunk identification (line designation), equipment designation and station designation. Includes internal ITS reports generated as part of the bill generation process including control reports.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 43.

AUTHORIZED: 08/09/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

AGENCY: Department of Technology Services

SERIES: 14201

TITLE: Telephone and similar billings to customers

(continued)

Computer data files: Retain in Office for 3 years and then delete.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

Microfiche duplicate: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the records fiscal value for audit purposes.

PRIMARY CLASSIFICATION:

Protected all other information uca 63G-2-305(2008)

SECONDARY CLASSIFICATION(S):

Public. cost information UCA 63G-2-301(2008)

AGENCY: Department of Technology Services

SERIES: 8367

3

TITLE: Telephone bills

DATES: 1983-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain charges for telephone services, including monthly service charges, 911, deaf tax, municipal, federal access, and other charges. These bills may also document calls made from state agencies including the number called, the length of call, time and date of phone call.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 43.

AUTHORIZED: 04/10/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

Series has temporary administrative and fiscal value and may be destroyed according to the retention schedule.

AGENCY: Department of Technology Services

SERIES: 8367

TITLE: Telephone bills

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Technology Services

SERIES: 5790

4

TITLE: Telephone directories

DATES: 1934-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

Directories produced to enhance communication among state agencies. Prior to 1959 the "Branch Exchange of the Utah State Capitol" lists personnel and agencies located within the State Capitol building. Since then they list the telephone numbers and addresses of all state agencies, as well as the telephone number and position title of all supervisors within each agency. Some years the general personnel list includes all state employees. Additional features added over the years include an agency index; home and office telephone numbers and home mailing addresses of all state legislators; along with a local government prefix locator.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 04/06/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2013. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Technology Services

SERIES: 5790

TITLE: Telephone directories

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the primary informational value of the directories as a tool for governmental access.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Technology Services

SERIES: 83964

3

TITLE: Training schedules

DATES: 1987-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Data Processing Training Schedule and Registration Records are produced by the division to announce organized computer training classes for state workers. The series includes a calendar listing class times, dates, and costs of the various classes as well as registration records.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1987 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

GRS 88:12:36:c-d. These records document the training of state workers.

AGENCY: Department of Technology Services

SERIES: 83964

TITLE: Training schedules

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.